#### 103 CMR: DEPARTMENT OF CORRECTION

#### 103 CMR 471

#### 103 CMR 471.00: RELIGIOUS PROGRAMS AND SERVICES

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#### 471.01 Purpose

The purpose of 103 CMR 471.00 is to establish Departmental guidelines regarding religious programs and services in the institutions of the Department of Correction. 103 CMR 471.00 is not intended to confer any procedural or substantive rights or any private cause of action not otherwise granted by state or federal law.

#### 471.02 Statutory Authorization

### April, 2016

103 CMR 471.00 is issued pursuant to M.G.L. c.124, §1 (c), (q), and c. 127, §§ 88 through 90.

### 471.03 Cancellation

——103 CMR 471.00 cancels all previous <u>Departmental departmental</u> and institutional policy statements, bulletins, directives, orders, notices, rules or regulations regarding religious programs and services.

# 471.04 Applicability

——103 CMR 471.00 is applicable to all employees and inmates at all state correctional institutions.

# 471.05 Access to Regulations

103 CMR 471.00 shall be maintained within the central policy file of the <u>Department department</u> and shall be accessible to all <u>Department department</u> employees. A copy shall also be maintained in each <u>Superintendent's superintendent's</u> central policy file and at each inmate library.

### 471.06 Definitions

Accredited Religious Group - A religious organization that is recognized by the Internal Revenue Service as a non-profit agency as designated for tax purposes.

<u>Accredited Representative</u> - Clergy authorized by the central or local governing body of a recognized religious group or denomination to represent that group or denomination in performing religious programs and services.

Assistant Deputy Commissioner - The Assistant Deputy Commissioner of the Prison Division, also known as the Assistant Deputy Commissioner of the Northern and Southern Sector.

Approved Visiting Area - Areas so designated by the <u>Superintendent superintendent</u> or a designee where inmates and their visitors may conduct visits.

<u>Associate Commissioner - Associate commissioner for classification, programs and health services.</u>

<u>Clergy</u> - A person ordained to perform pastoral or sacerdotal functions in a Christian church or the official of a non-Christian church.

<u>Commissioner</u> - Commissioner of Correction.

Community Religious Volunteer - Any personindividual from the community, twenty-one (21) years of age or older, and approved viaby the volunteer application process to assist a chaplain and/or to provide the superintendent or a designee, who assists the chaplain on a voluntary basis in the provision of religious programs or services to inmates. in designated areas.

Department - Department of Correction.

Deputy Commissioner of Reentry - The executive staff person whose duties include, but are not limited to, the management of Classification, Inmate Training and Education, Health Services, Programs and Reentry Divisions.

Inmate Management System (IMS) - The Department's automated information system that provides processing, storage and retrieval of inmate related information needed by Department personnel and other authorized users within the criminal justice system.

Inmate Religious Services Request Form - The form that shall be used to initiate all inmate requests for religious services or religious items not presently approved. The Inmate Religious Request Form is available in all inmate libraries.

Institution Chaplain - A member of a recognized an accredited religious group or denomination who is employed by a paid employee of the Department to provide of Correction for the purpose of providing religious programs, services, and pastoral services to inmates over seeing of the institution.

Ordain - To invest officially with ministerial or priestly authority. which serves to provide religious education.

<u>Program Coordinator</u> - A person designated by the Associate Commissioner as responsible for the coordination of religious services.

Religious Program - A program which is religious in nature and which serves to provide religious education.

Religious Service - A meeting - Meeting which is religious in nature and provides an opportunity for worship, fellowship, and/or congregational participation.

Religious Services Handbook - A reference guide for Department administrators and employees which provides general information about a variety of religions and religious practices as well as a list of approved religious practices and property items. The Religious Services Handbook does not confer any rights or remedies to inmates. The Religious Services Handbook shall be maintained in all inmate law libraries.

Religious Services Review Committee - A committee consisting of the Deputy Commissioner of Reentry, the Assistant Deputy Commissioner, and the Director of Program and Reentry Services. The Committee is responsible for meeting regularly to review requests for new religious practices, services or items, and to render their decisions upon these requests.

<u>Shift Commander</u> - The officer who has overall responsibility for the security of the institution and

the care and supervision of all inmates and custodial staff during a given tour of duty.

Special Diet Request Form - The form that shall be used to initiate all inmate requests for a special religious diet. The Special Diet Request Form is available in all inmate libraries.

<u>Special Visit</u> - Any type of inmate visit which requires express authorization from the <u>Superintendent superintendent</u> or a designee.

<u>Special Visiting Area</u> - Any area of the institution, not usually used for visiting purposes, which may be used for a particular inmate visit with the express authorization of the <u>Superintendentsuperintendent</u>.

<u>Superintendent</u> - Chief administrative officer of a correctional institution.

<u>Unauthorized Practices - The following religious</u> practices and activities are never authorized:

 	animal sacrifice;
<u>–                                     </u>	language or behaviors that could
	reasonably be construed as a threat to
	safety, security, or the orderly
	running of the institution, (e.g.,
	curses);
 _	nudity;
_	self-mutilation;
 _	use, display, or possession of weapons
	or what appears to be a weapon (e.g.,
	paper sword, toy gun);
_	paramilitary exercises;
_	self-defense training;
_	sexual acts;
_	profanity;
_	consumption of alcohol;
_	ingestion of illegal substances;
_	proselytizing;
	encryption; and
 _	disparagement of other religions.

Visiting Chaplain - Clergy - A clergy person of a recognized<del>an</del> <del>-accredited</del> religious group or denomination is who granted access to anthe institution, after consultation with an institution chaplain and with the approval of Superintendentsuperintendent or a designee, for a specified period of time, for the purpose of providing a religious service which is religious in nature.

Volunteer Chaplain - A chaplain, approved via the volunteer application process, who provides providing services on a scheduled basis and who is not compensated remunerated for such services. — This includes clergy and lay persons.

# 471.07 Inmate Access to Religious Programs and Services

- (1) General -- The rights of inmates to practice their religious beliefs, or to confer with the clergy person of an accredited religious group, shall not be abridged, provided that these activities do not threaten the safety, security and orderly running of the institution. Specifically, subject to subsequent provisions of this policy, the following shall apply:
  - (a) No inmate shall be denied the exercise of religious beliefs and the liberty of worship according to the dictates of <a href="https://historycommons.org/hist/her">his/her</a>
    <a href="https://historycommons.org/hist/her">their</a>—conscience;</a>
  - (b) No inmate shall be required or expected to attend any religious programs or services, or to adhere to any religious belief.
  - (c) No inmate shall be denied personal contact with accredited representatives of his/hertheir faith;
  - (d) Inmates shall notify the Department of their religious affiliation at the time of their initial booking. Booking staff shall enter the reported religious affiliation in the

designated IMS screen. Any inmate who religious change his/her requests to affiliation shall notify Superintendent's designee in writing. inmate shall be asked a series of written questions by the Superintendent's designee to determine the inmate's sincerity of belief. Inmates shall be allowed to change their religious affiliation once per year. When there are changes to an inmate's religious affiliation, the designated shall be updated the screen Superintendent's designee. Inmates may declare only one faith at a time.

- (d) All recognized inmate religious groups shall have equal access to the physical space, equipment and services which the institution normally provides for religious purposes.
- (2) <u>Security</u> No portion of 103 CMR 471.00 shall be interpreted or implemented in such a way as to threaten the security, safety or well-being of the institution, its visitors, <u>volunteers</u>, <u>vendors</u>, inmates, <u>or</u> staff or the public.
- Limitation of Access --The Superintendentsuperintendent or designee may limit religious programs, practices or services if such would threaten the security, safety or well-being of the institution, its visitors, volunteers, vendors, inmates, or the public, and where there are specific facts to substantiate the threat. Superintendents with questions regarding limitation of religious programs, practices services should contact the Assistant Deputy Commissioner.associate commissioner. All limitations of religious programs, practices and services will be documented via a letter to the Deputy Commissioner of Reentry<del>associate commissioner</del>.
- (4) Cancellation of Programs and Services -- The

Superintendent superintendent or designee shall have the right, without notice, to cancel, postpone, restrict, or limit an inmate's participation in any religious program, practice or service. This actionresponsibility will be exercised only if the religious activity, or the inmate's participation in the activity, couldmight jeopardize the security, safety or well-being of the institution, its visitors, volunteers, vendors, inmates, or staff or the public. All cancellations, postponements or restrictions will be documented by the Shift Commandershift commander, and written notification and explanation will be given to the Institution Chaplainchaplain.

## 471.08 Supervision of Inmate Religious Programs and Services

- (1) General -- Inmate services and religious programs shallwill be planned, supervised and directed, including the approval and training of both lay and clergy volunteers from faiths represented by the inmate population, by Institution Chaplains—by institution chaplains or by the Superintendent's designee, as appropriate. staff members connected with the chaplain's office who are charged by the superintendent with this responsibility.
- (2) Institution Chaplain —— The services of an Institution Chaplain institution chaplain shall be made available upon request at all institutions, depending upon need. The Chaplain chaplain shall work under the direction of the Director of Program and Reentry Services or designee, with program coordinator as well as the director of treatment or program director when onsite supervision provided by the Superintendent's designee. at an institution. The Institution Chaplain shall also develop and maintain relationships with community religious groups and resources program coordinator shall ensure that quality assurance standards are met by all chaplains.
- (3) Qualifications for the purpose of making referrals for inmate reentry planning purposes. Selecting a Chaplain. The primary criterion in

selecting a chaplain shall be the ability to meet the spiritual needs of prisoners. Indicators of that ability include seminary training, pastoral experience, prior experience in chaplaincy, clinical pastoral experience, counseling experience, and the ability to converse with, encourage and guide people who have spiritual and psychological needs. All candidates for chaplain positions must have one unit of clinical pastoral education or an equivalent training program. In order to establish the respect and confidence of the people the chaplain will be ministering, it is expected that a chaplain will bring to this ministry a sincere belief in the particular faith.

- (3) Selection and Hiring of Chaplains Selection and hiring of Chaplains shall be in accordance with 103 DOC 201: Selection and Hiring. The interview panel Shall also include the Director of Reentry and Program Services or designee, and the Director of Treatment or the Superintendent's designee at the institution where the vacancy exists.
- (4) <u>Ecclesiastical Endorsement A. The Jewish Chaplain</u>
- shallchaplain will have the endorsement of a
  rabbinical chaplaincy
- commission. <u>AThe</u> Catholic chaplain <u>shallwill</u> have the endorsement of the <u>local Archbishop</u>. <u>ACardinal</u>. <u>The</u> Protestant
- chaplain <u>shall</u>will have the endorsement of his/her local
- church and the appropriate ecclesiastical authority.  $\underline{\underline{A}}$   $\underline{\underline{The}}$  Muslim Chaplain  $\underline{\underline{shallwill}}$  have the endorsement of the Imam
- of his/her local Masjid.
- (5) <u>Posting of Chaplain Positions.</u> When a vacancy exists in any chaplaincy, postings will be made in accordance with Department policy. All postings will be approved by the associate commissioner.
- (6) Appointment of Chaplains. When a vacancy exists

in any chaplaincy, whether part-time or full-time, the following procedures will govern the selection of a chaplain. An interview committee will be coordinated by the program coordinator consisting of two members of the advisory committee on chaplains in state institutions, one institution chaplain, the program coordinator, and the superintendent of the institution or designee. In all possible cases, the institution chaplain should be at the institution where the vacancy exists. At least one member of the committee must be an accredited representative of the religious group for which the chaplain is being hired. All resumes received in application for a vacant position will be reviewed by the program coordinator.

(7) Duties and Responsibilities -- The Institution Chaplain chaplain shall have physical access to all areas of the institution and be responsible for:

and \_\_\_\_\_implementing inmate religious programs and \_\_\_\_\_services.

- (b) Completing special activity and program applications for all religious programming with the exception of pure worship services.
- (c) Providing supervision to all religious programs including, but not limited to:
  - 1. Recruiting recruiting, screening and orienting prospective volunteers for religious programs and services;

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-2. Utilizingutilizing
         volunteer chaplains; -
    3. Approval and training of both lay and
         clergy volunteers from faiths
         represented by the inmate population.
            (d) Providing pastoral counseling
(e-
    and guidance to the inmate population.
        (e) Providing religious services,
    programs and activities in designated
    chapels to inmates who have access to those
    areas; and individualized services, programs
    and activities to inmates in segregated
    <del>areas.</del>
      ——(f) Consulting with and advising
    professional
    staff on religious/spiritual issues
    associated<del>problems that occur</del> with the
    inmate population.
       — (g) Submitting an
                                annual budget
    request to the
    Superintendentsuperintendent or designee.
         -(h) Working with the Director of
    Program and
    Reentry Services<del>program coordinator</del>
    develop resources and to
    expand and/or otherwise improve religious
    services.
             —(i) Attending
                               Chaplainchaplain
    meetings and professional
    -training as developed by the Director of
    program coordinator. Attending regular
    institution treatment meetings.
    Program and Reentry Services.
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- (j) Attending professional training, seminars, or retreats mandated by the religious group with which the <a href="Chaplainchaplain">Chaplainchaplain</a> is affiliated, approved by the <a href="Director of Program and Reentry">Director of Program and Reentry</a> Services <a href="Servicesprogram coordinator">Servicesprogram coordinator</a>.
- (k) Assisting inmates in the development of <a href="mailto:reentrydischarge">reentrydischarge</a> plans to meet their religious and spiritual—needs. When specific referrals are made, they shall be documented in the designated IMS reentry screens.
- (1) Providing direct or indirect religious services for inmates the inmate while the inmate is incarcerated at the Institution Chaplain's their assigned facility. —Once an inmate is transferred or released, the Institution Chaplain shall discontinue chaplain should no longer be providing services.
- (m) Developing and implementing family
   reunification activities to foster community
   support and strengthen inmate reentry.
   Obtaining the written authorization of the
   Superintendent or designee
   prior to contacting an inmate's family
   members.
- (n) Developing and maintaining relationships with community religious groups and resources for the purpose of inmate reentry planning.

### 471.09 Range of Religious Activities and Services

(1) General Policy - Each <u>institution shall</u> facility should make

reasonable efforts to establish and maintain religious activities and services for all inmates who are affiliated, or wish to become affiliated, with

recognized religious denominations or groups. Approved religious practice and property items for recognized religious denominations or groups are listed in the Religious Services Handbook.

- (2) Clergy Services -- The Superintendent superintendent, or designee, and the Institution Chaplains, institution chaplains should make reasonable efforts to ensureinsure that an accredited representative of an inmate's religious faith is available to provide formal or informal services to inmates who so request wherever the inmate is confined within the institution.
- (3) Religious Groups Recognized religious groups or denominations are listed in the Religious Services Handbook.will include, but not necessarily be limited to: Catholic, Protestant, Jewish, and Muslim. An inmate who is affiliated with, and wishes to participate in, a recognized religious group not currently functioning at an institution, should complyinform the director of treatment's office. The treatment director, in consultation with the procedures outlined in 103 CMR 471.10 institution chaplains and other appropriate staff, shall make reasonable efforts to arrange for the requested services.
- (4) Religious Activities Each religious group is encouraged to plan its own activities, using the appropriate community and institution resources. Religious activities include, but are not necessarily limited to: worship, interfaith services, religious instruction, reading and study, religious discussion groups, and pastoral counseling.
- (5) Special Religious Diets -

restrictions on diets shouldwill be permitted access to a special religious diet. However, in limited situations where

the institution/Department is not able to meet all aspects of a special religious diet request due to security and/or facility limitations, the institution shall make every effort to provide a reasonable accommodation to the diet request. Requests for special religious<del>such</del> diets shall<del>should</del> be initiated by interested inmates, using the to the chaplain's office, or to the superintendent where no full time chaplain position exists Special Diet Request Form, which is available in all inmate libraries. The form shall be submitted to the Superintendent's designee. To ensure continuity of an inmate's special religious diet upon transfer to another facility, the information shall be entered into the designated IMS screen. An inmate's abuse of an approved special religious diet may result in his/her removal from a special religious diet.

- (b) Where religious holidays specify particular dietary requirements (e.g., Passover, month of Ramadan), special arrangements should be made so that inmates <u>are shall be</u> able to adhere to their religious beliefs.
- (6) Facilities for Services Adequate space and equipment shall be provided for the conduct and administration of religious programs.

  Recognized religious denominations or groups Each institution shall make non-inmate clerical staff available to assist in handling confidential material. Accredited religions shall be provided a place for services. Based on security needs, the size of groups at services may be restricted by the Superintendent of a determination is made of such a need by the superintendent or designee.
- (7) Scheduling Institution Chaplains shall. To keep inmates and staff informed of religious program opportunities, institution chaplains will

- post religious program and service schedules in appropriate housing units to keep inmates and staff informed of religious programs and services.
- (8) Special Services. Special With approval of the superintendent, special religious services may be scheduled with visitors and inmates with approval of the Superintendent.
- (9) Religious publications -- Inmates may have access to approved -- a reasonable number of religious books, magazines, and newspapers as set forth in 103 CMR 403, Inmate Property, and publications. (See 103 CMR 481, Inmate Mail. Inmates -00 MAIL.)

  shall not have direct access to the Internet to order religious books.
- Programs, Groups or Items Not Currently Approved—
  An inmate who requests to participate in a religious practice, program or group not currently approved, or who requests to possess a religious item not approved in the Religious Services Handbook or in 103 CMR 403, Inmate Property, shall:
  - (a) Submit a written request, using the Inmate Religious Services Request Form to the Superintendent's designee. Inmate Religious Services Request Forms shall be available to all inmates in the inmate library. This process, as set forth herein, shall be the sole means/mechanism by which an inmate may seek a religious practice, program, group or religious item not otherwise approved.
  - (b) The Superintendent's designee shall acknowledge receipt of the request, by providing a dated copy of the completed request form to the inmate. The Superintendent's designee shall forward the

- request to the Superintendent within ten (10) business days.
- the request may be reasonably accommodated in light of the institution's available resources and security level, and, based on that determination, shall recommend approval, an alternative, or recommend denial of the request to the Religious Services Review Committee within ten (10) business days.
- (d) The Religious Services Review Committee shall review the inmate's request, and the Superintendent's recommendation, and then shall approve, modify, or deny the request within sixty (60) business days of receipt. The Religious Services Review Committee has the discretion to extend the time in which to issue a decision, if additional information about the practice, program, group or item is required. The Religious Services Review Committee may also determine that a reasonable alternative will serve to satisfy the request.
- mediate the Director of Program and Reentry Services shall provide the Superintendent with written notification of the Religious Services Review Committee's decision. The Superintendent shall ensure that the written notification is provided to the inmate and that the date served is documented. If the request is denied, the notification shall include the reasons for denial. Denied requests shall inform the inmate of his/her right to appeal.
- (f) An inmate whose request has been denied may appeal to the Commissioner or designee. The original request must accompany the appeal.

  The appeal must be filed within ten (10)

<u>business</u> days from receipt of the Religious Services Review Committee's decision.

- thirty (30) business days in which to uphold, modify, or overturn the decision of the Religious Services Review Committee and shall inform the inmate, Superintendent and Religious Services Review Committee, in writing, of the final decision on the inmate's request.
- (h) The appeal mechanisms set forth in this section shall be the exclusive administrative remedies by which to appeal from an adverse decision regarding inmate requests for religious practices, programs, groups or items.

## 471.10 Access of Visiting Clergy

- (1) General Clergy of accredited religious groups shall be allowed access to the correctional facility under the conditions set forth in M.G.L. c.127, s. 36A and 103 CMR 486.00, pertaining to attorney access.
- (2) Normal and Special Visits. Clergy visits shall take place during normal visiting hours. However, under extenuating circumstances, special visits with clergy may be permitted for any reasonable purpose with the authorization of the Superintendent or designee. When special visits are scheduled outside normal circumstances, they shall be scheduled in the IMS Inmate Schedule screen utilizing the activity type of "visit" and a notation of "clergy" in the description fieldsuperintendent or designee.
- (23) Special Visiting Areas -- Clergy visits shall normally be held in approved visiting areas. However, if these areas do not provide the degree of privacy that which the clergy member deems appropriate for the purpose of the visit, then

the clergy member may request that a special visiting area be provided, subject to the Superintendent's approval. The Superintendent superintendent of the institution or designee may identify any area of the institution as a special visiting area for clergy visits.

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- (4) <u>Institution Access.</u> Clergy members shall be expected to remain within approved visiting areas whenever they are visiting inmates. However, clergy members will be permitted access to all other areas of the institution used by the inmates (including living quarters and work areas), for any reasonable purpose, provided that the clergy member first obtains authorization from the superintendent or designee.
- (5) Visiting clergy may be permitted to meet with more than one inmate at a time where the following procedure is utilized:
  - (a) Any requests by visiting clergy to meet with more than one inmate at a time shall be inquiries regarding pastoral visits will be referred to an Institution Chaplaininstitution chaplain.
  - (b) The <u>Institution Chaplain shall</u> institution chaplain will verify, on a case-by-case basis, the status of the inquiring clergy. If the Institution Chaplain verifies that the visiting clergy After verification is in good standing, he/she shall made, the chaplain will notify the <u>Director of Treatment</u> or the Superintendent's designeedirector of treatment.
  - (c) Upon approval by the Superintendent, visiting clergyClergy may then schedule visits with more than one inmate as allowed, on conditions set forth by the

## Superintendent. the inmates.

# 471.11 Community Participation in Inmate Religious Activities

- (1) General—— Each institution will actively encourage clergy and other members of community religious organizations to become involved in the inmate religious activities.
- (2) Community Religious Volunteers Any member of the community who is interested in acting as a volunteer in the inmate religious program shall initially be directed to the <u>Institution Chaplain</u>.

  Chaplain.—Each person Shall alsomust be reviewed for approved as a volunteer status pursuant to. (See 103 CMR 485 Volunteers and Volunteer Programs. ON VOLUNTEERS AND VOLUNTEER PROCRAMS.)

## 471.12 Access of Volunteer Chaplains

Volunteer chaplains' access shall be limited to the needs of the religious program or activity in which they are participating.

#### 471.13 Programs Assessment and Planning

- (1) General -- Each institution shall monitor its religious programs on an on-going basis and conduct periodic assessments.
- (2) Program Monitoring The Superintendent or a designee shall develop a monitoring system that provides an on-going review of all religious activities and services and be responsible for maintaining all records related to program monitoring. The monitoring system shall include:
  - (a) The estimated number of inmates affiliated with each religious group or denomination.
  - (b) Results of meetings with other institution

staff and their suggestions on existing or proposed religious programs and services.

- (c) Individual program evaluations.
- (3) Quarterly and Annual Reports. The information gathered through the monitoring process shall be incorporated into the institution quarterly and annual reports.

  It is the responsibility of the superintendent to ensure that these reports are forwarded to the associate commissioner. (See 103 DOC 111.00: MANAGEMENT ANALYSIS, SURVEY AND EVALUATION.)

## 471.14 Pre-Release Center Application

- (1) General -- Inmates of pre-release centers should use program related activity time to participate in community religious activities.
- (2) <u>Cadre - Superintendents of pre-release centers</u> who have cadre positions shall make special arrangements to meet these inmates' religious needs in accordance with established <u>Department department</u> policy and statutory requirements.

### 471.15 Annual Review Date

103 CMR 471.00 shall be reviewed at least annually from the effective date by the Commissioner or a designee. The party or parties conducting the review shall develop a memorandum to the Commissioner with a copy to the Central Policy Filecentral policy file indicating revisions, additions, or deletions which shall be included for the Commissioner's Commissioner's written approval and shall become effective pursuant to applicable law.

### 471.16 Severability

If any article, section, subsection, sentence, clause or phrase of 103 CMR 471.00 is for any reason held to be unconstitutional, contrary to statute, in excess of

the authority of the Commissioner or otherwise inoperative, such decision will not affect the validity of any other article, section, subsection, sentence, clause, or phrase of 103 CMR 471.00.

## 471.17 Emergency

Whenever, in the opinion of the Commissioner or designee, or the superintendent of a state correctional institution, an emergency exists which requires suspension of all or part of these regulations, the Commissioner or designee or the superintendent may authorize such suspension, provided that any suspension lasting more than 48 hours shall be approved by the Commissioner

**REGULATORY AUTHORITY** 103 CMR 471.00: M.G.L. c. 124 § 1 (c), (q), and c. 127, § §. 88 through 90.